



E3 Turnitin User Guide

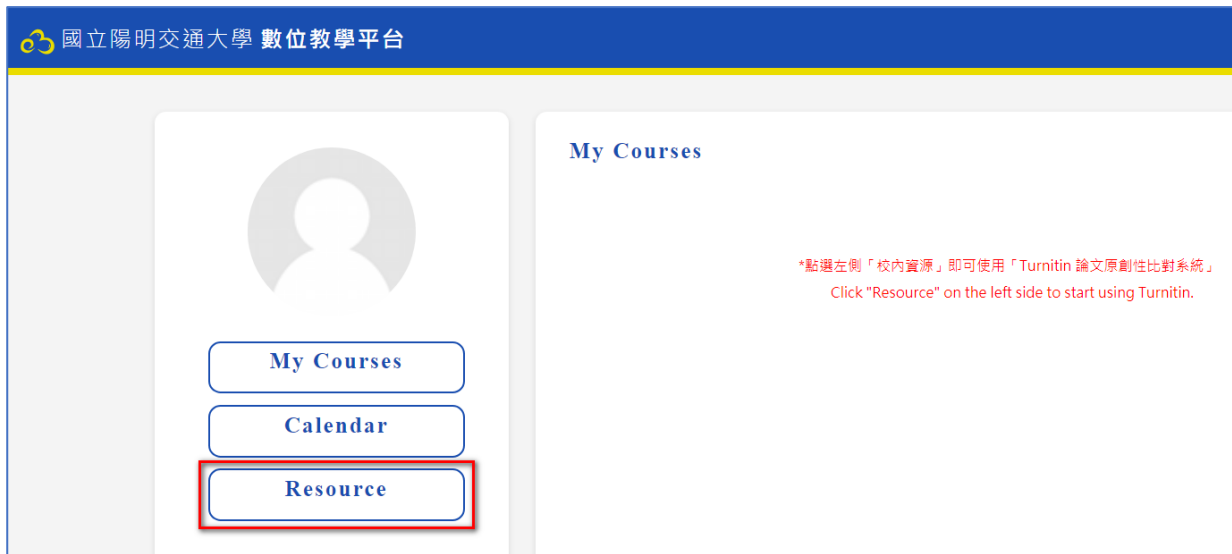
-Originality Check

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Submitting a Paper

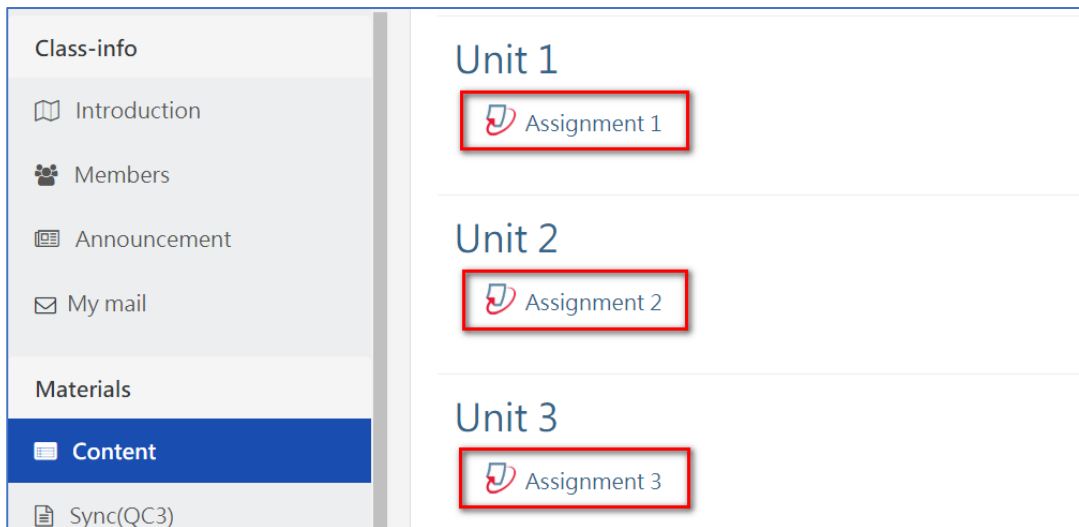
1. Log in to E3 (<https://e3.nycu.edu.tw>), and then select “Resource”.



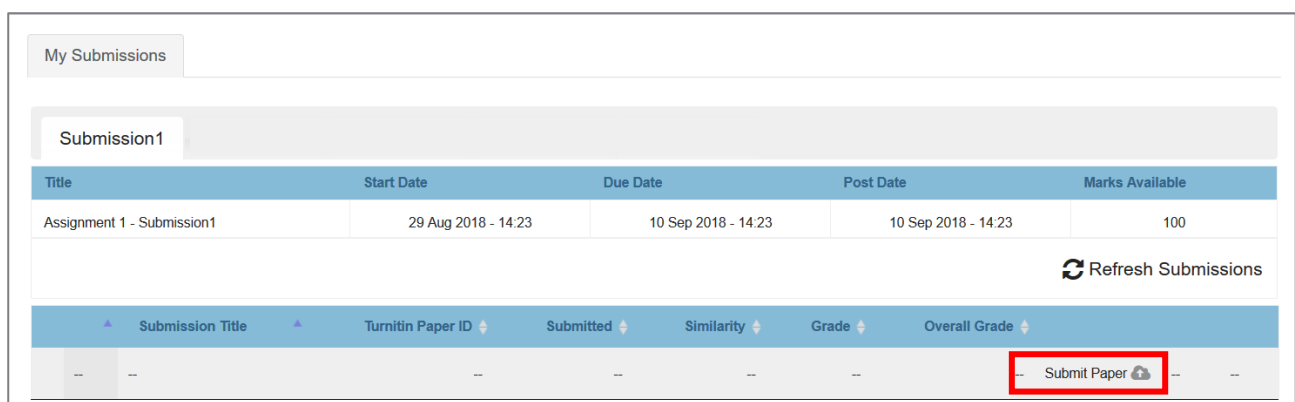
2. Click “Turnitin”.



3. Select any one of the assignments.



4. You will be directed to the submission inbox for your assignment, where you can view your assignment information and submit a paper.



You can submit papers to a Turnitin assignment from their Turnitin submission inbox. You can submit via one of two methods: file upload or a copy and paste text submission.

File Requirements

Turnitin currently accepts the following file types for upload into an assignment:

- Microsoft Word® (.doc/.docx)
- OpenOffice Text (.odt)
- WordPerfect® (.wpd)
- PostScript (.ps)
- HTML
- Hangul Word Processor file (.hwp)
- Rich text format (.rtf)
- Plain text (.txt)
- Adobe® PDF
- Microsoft PowerPoint® (.pptx, .ppt, .ppsx, and .pps)

Microsoft Excel® (.xls and .xlsx)

The file size may not exceed 40 MB, the maximum size will apply to each submission in each section. Files of larger size may be reduced in size by removal of non-text content.

Note: Text only files may not exceed 2 MB.

Note: PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

Tip: Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

Note: Some document formats can contain multiple data types. This includes text, images, embedded information from another file, and formatting. Non-text information that is not saved directly within the document will not be included in a file upload. This includes references to a Microsoft Excel® spreadsheet included within a Microsoft Office Word document.


Note: Users whose files are saved in a file type that is not accepted by Turnitin will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

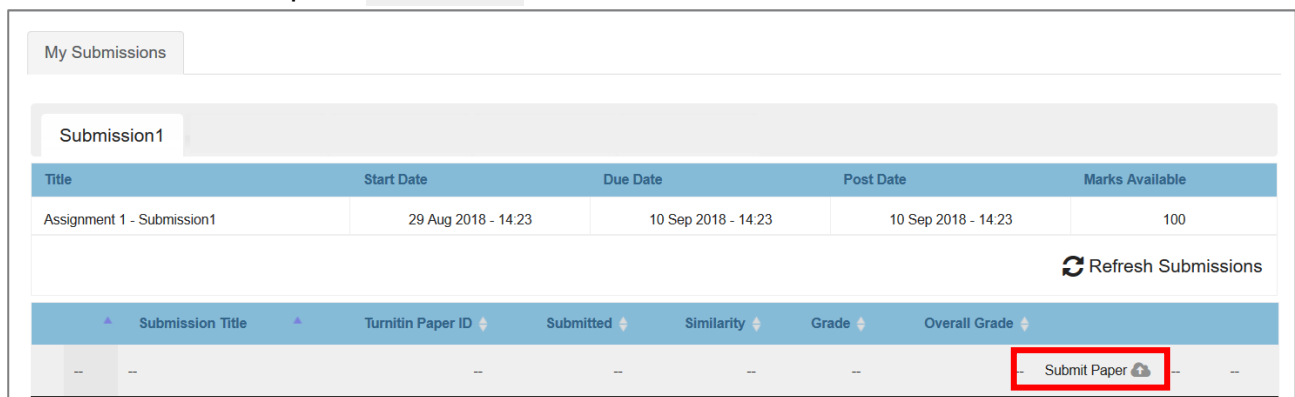
Tip: When converting a file to a new file format, users should rename their file with a name other than that of the original file. This is suggested to prevent permanent loss of the original formatting or image content of a file due to it being overwritten.

File Upload Submissions


The file upload allows you to submit to your assignment by directly loading the file from your device.

Users whose files are saved in a file type that is not accepted by Turnitin will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.



1. Select **Submit Paper**  from the submission inbox.



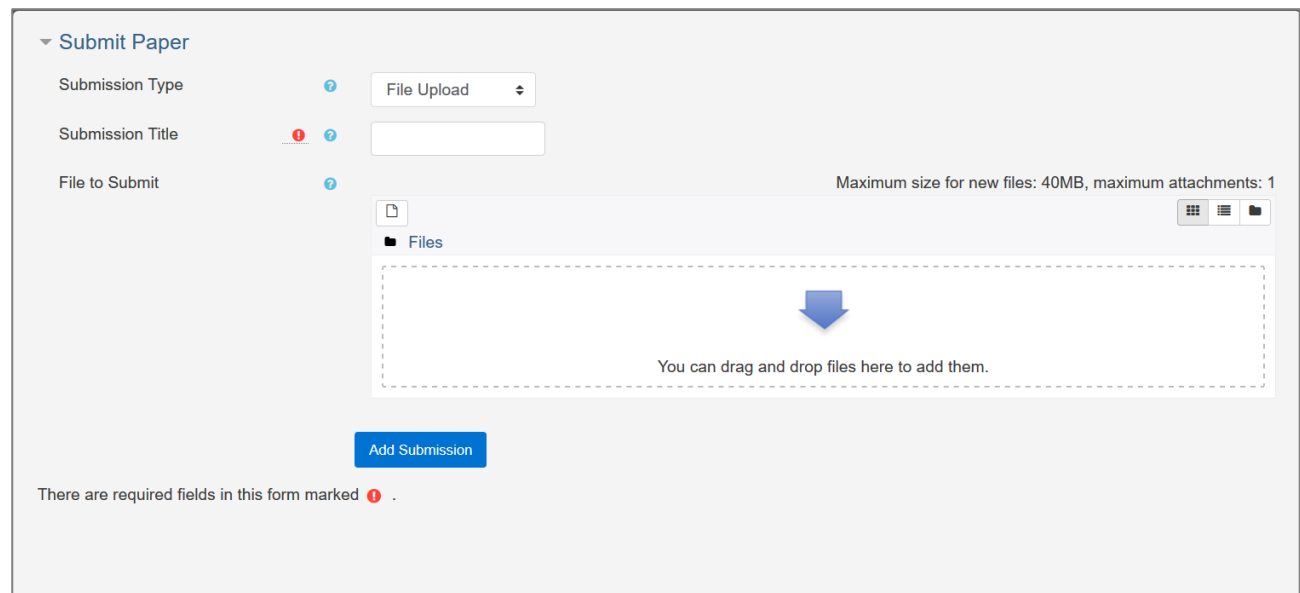
Title	Start Date	Due Date	Post Date	Marks Available
Assignment 1 - Submission1	29 Aug 2018 - 14:23	10 Sep 2018 - 14:23	10 Sep 2018 - 14:23	100

 Refresh Submissions


Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	Overall Grade
--	--	--	--	--	--



 Submit Paper 


2. Select **File Upload** option.





▼ **Submit Paper**

Submission Type  File Upload

Submission Title  


File to Submit  Maximum size for new files: 40MB, maximum attachments: 1

 Files



You can drag and drop files here to add them.

Add Submission

There are required fields in this form marked .

3. Enter a submission title.

4. Drag and drop your file into the designated submission box, or select the upload file icon

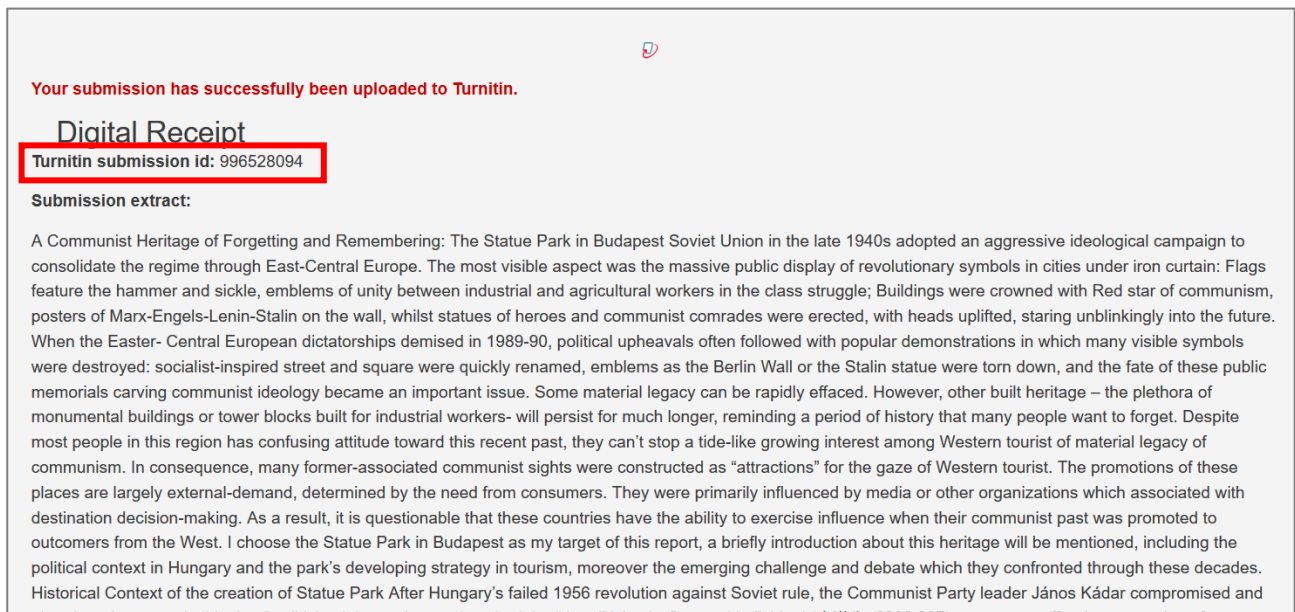
to select the file from your device manually; this is located above the drag and drop area.

5. Select Upload File from the left-hand menu. Select Choose File to locate the file on your device, then hit the Upload this file button to continue.

6. Check your submission details; if you notice any inaccuracies, select the uploaded file to update it, delete it, or download it.

7. Select the **Add Submission** button to continue.

8. After the submission is completed, a digital receipt is displayed on screen. We recommend that you make a note of your submission ID.

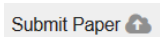


9. Your submission will now appear in your submission inbox. If it does not appear right away, please wait for 10-30 minutes and hit the Refresh Submissions button.

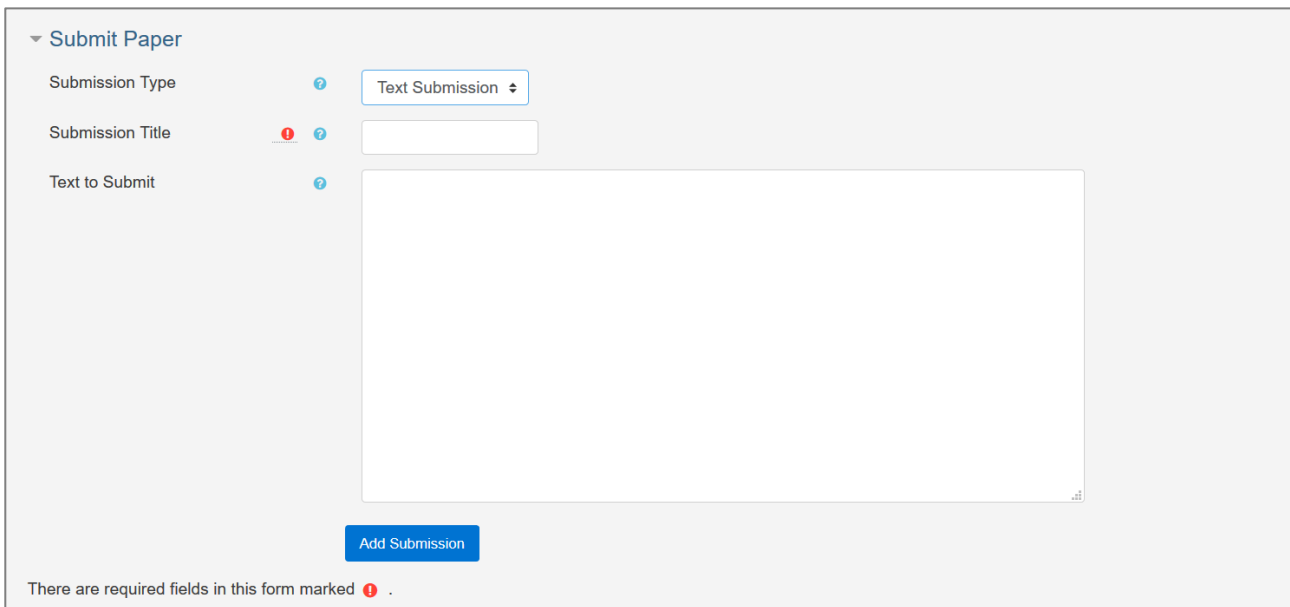
Copy and Paste Text Submissions

The text submission option allows you to submit information from non-supported word processors or file types, or to only submit specific parts of a document that may require a Similarity Report to be generated.

*Please note that only text can be submitted via the copy and paste method - any graphics, graphs, images, and formatting are lost when pasting into the text submission box.

1. Select Submit Paper  from the submission inbox.

2. Select **Text Submission** option.

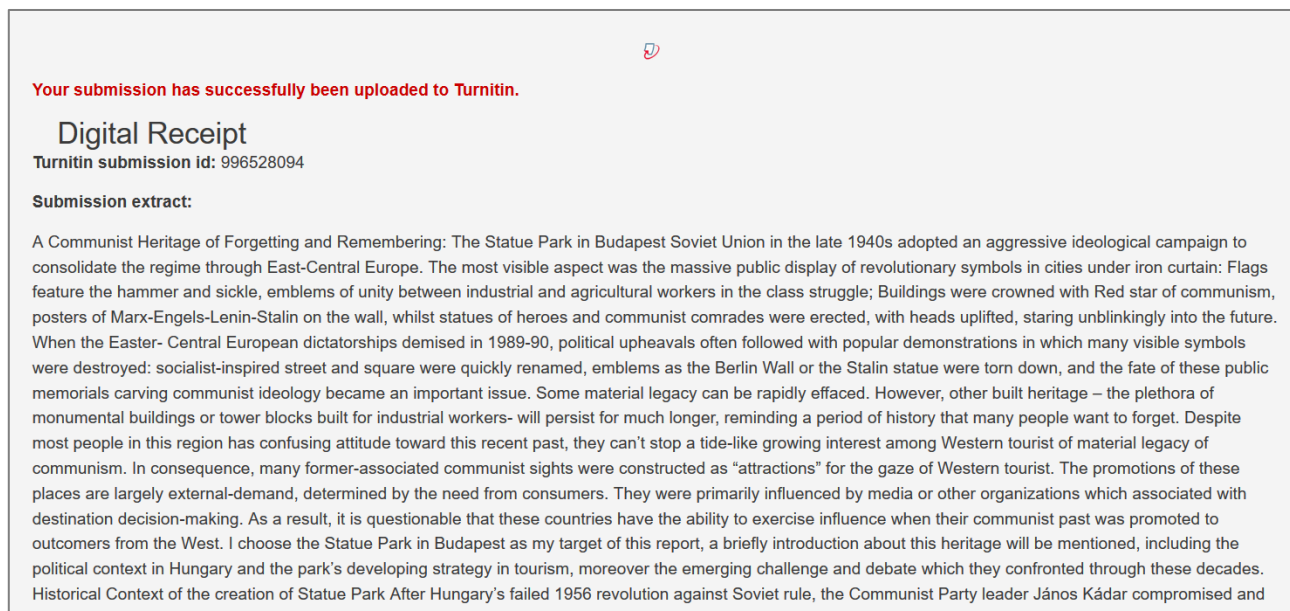


The screenshot shows the 'Submit Paper' section of a Turnitin submission interface. It includes three fields: 'Submission Type' (a dropdown menu set to 'Text Submission'), 'Submission Title' (a text input field with a red error icon and a question mark), and 'Text to Submit' (a large text area with a question mark). Below these fields is a blue 'Add Submission' button. At the bottom, a message states: 'There are required fields in this form marked [red error icon]'.

3. Enter a submission title, and then copy and paste the text of your submission into the text box provided.

4. Check your submission details, then select the **Add Submission** button to continue.


5. After the submission is completed, a digital receipt is displayed on screen. We recommend that you make a note of your submission ID.

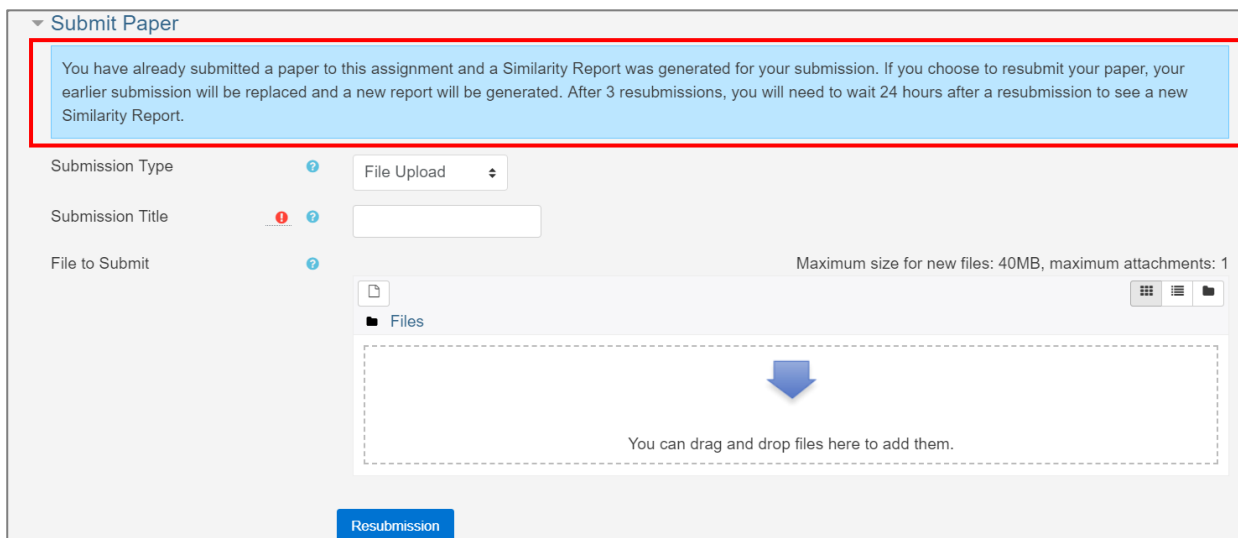


The screenshot displays a 'Digital Receipt' from Turnitin. It features a red header stating 'Your submission has successfully been uploaded to Turnitin.' followed by the submission ID '996528094'. Below this, a 'Submission extract' is shown, which is a paragraph of text discussing the Communist Heritage of Forgetting and Remembering: The Statue Park in Budapest. The text mentions the aggressive ideological campaign of the Soviet Union in the late 1940s, the use of revolutionary symbols, and the impact of the 1989-90 political upheavals on these symbols. It also discusses the role of Western tourists in the preservation of communist heritage and the influence of media and organizations on destination decision-making. The text concludes with a statement about the Statue Park in Budapest being a target of the report and a brief introduction to the political context in Hungary and the park's developing strategy in tourism.

6. Your submission will now appear in your submission inbox. If it does not appear right away, please wait for 10-30 minutes and hit the Refresh Submissions button.



Resubmitting to an Assignment



When selecting the submit icon  for resubmitting to an assignment, a warning pop-up will appear. This notifies you that Similarity Reports will generate immediately for your first three attempts. After three attempts, you will need to wait 24 hours after a resubmission to see a new Similarity Report. If you choose to resubmit your paper, your earlier submission will be replaced.








Submit Paper


You have already submitted a paper to this assignment and a Similarity Report was generated for your submission. If you choose to resubmit your paper, your earlier submission will be replaced and a new report will be generated. After 3 resubmissions, you will need to wait 24 hours after a resubmission to see a new Similarity Report.

Submission Type  File Upload 

Submission Title  

File to Submit  Maximum size for new files: 40MB, maximum attachments: 1

 **Files**   



You can drag and drop files here to add them.

Resubmission

The Assignment Inbox

Once a submission has been made to a Turnitin assignment, the submission inbox will contain the submitted paper. A percentage and indicative color will appear once the report has been generated.

My Submissions

Submission1

Title	Start Date	Due Date	Post Date	Marks Available
Assignment 1 - Submission1	29 Aug 2018 - 14:23	10 Sep 2018 - 14:23	10 Sep 2018 - 14:23	100

Refresh Submissions

<div></div> Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	Overall Grade
<div><div><div>View Digital Receipt</div></div><div>Assignment</div></div>	996537223	4/09/18, 11:05	7% <div></div>	--	-- <div>Submit Paper</div> <div></div> <div></div>

The My Submissions tab contains the following columns:

View Digital Receipt: contains the receipt information regarding your submission.

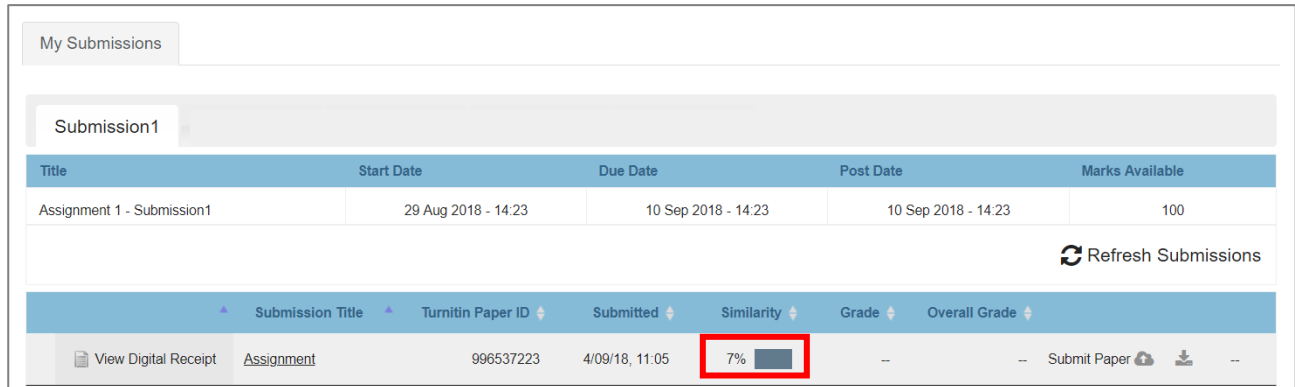
Submission Title: contains the title of the paper submitted.

Submitted: contains the date and time of the submission.

Similarity: contains the Similarity Report icon for the submission which displays the percentage of text within the paper that matches content in the Turnitin database.

Viewing the Similarity Report

To view your Similarity Report, click on your similarity score from the Similarity column of the submission inbox. This will open the document viewer.



The screenshot shows the 'My Submissions' page. At the top, there's a 'Submission1' tab. Below it is a table with columns: Title, Start Date, Due Date, Post Date, and Marks Available. The first row shows 'Assignment 1 - Submission1' with dates from 29 Aug 2018 to 10 Sep 2018 and a mark of 100. To the right of this table is a 'Refresh Submissions' button. Below this is another table with columns: Submission Title, Turnitin Paper ID, Submitted, Similarity, Grade, and Overall Grade. The first row shows 'Assignment' with a Turnitin Paper ID of 996537223, a submission date of 4/09/18, 11:05, and a similarity score of 7%. The '7%' is highlighted with a red box. To the right of the similarity score is a small grey bar representing the similarity percentage. Further right are links for 'View Digital Receipt', 'Submit Paper', and a download icon.

Title	Start Date	Due Date	Post Date	Marks Available
Assignment 1 - Submission1	29 Aug 2018 - 14:23	10 Sep 2018 - 14:23	10 Sep 2018 - 14:23	100

Refresh Submissions

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	Overall Grade
Assignment	996537223	4/09/18, 11:05	7%	--	--

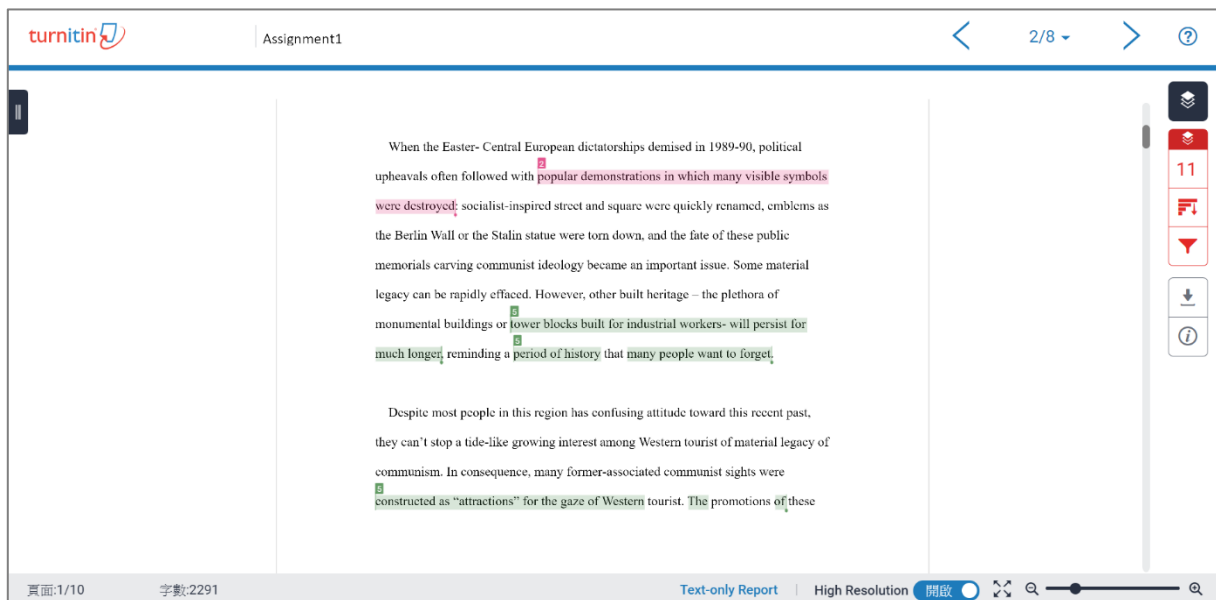
View Digital Receipt Submit Paper

Turnitin compares papers against an ever-expanding database of Internet pages, archived pages that might not be available anymore, a subscription repository of periodicals, journals, publications, and a repository of previously submitted papers.

The similarity score is a percentage of the paper's matches to other sources; it is not an assessment of whether the paper includes plagiarized material. A similarity report is a tool for instructors and students to easily find matches or similar text within submitted work.

The color of the report icon indicates the similarity score of the paper, based on the amount of matching or similar text that was uncovered. The percentage range is 0% to 100%. The possible similarity indices are:

- **Blue:** No matching text
- **Green:** One word to 24% matching text
- **Yellow:** 25-49% matching text
- **Orange:** 50-74% matching text
- **Red:** 75-100% matching text



Match Overview

The Match Overview gives you a breakdown of all the matches that have been found in the paper and allows you to clearly view the similarity score. Matches are ordered by the highest instance of similarity down to the lowest. Each match has a color and a number attached to it. These color tags will help you to find the match on the paper itself.

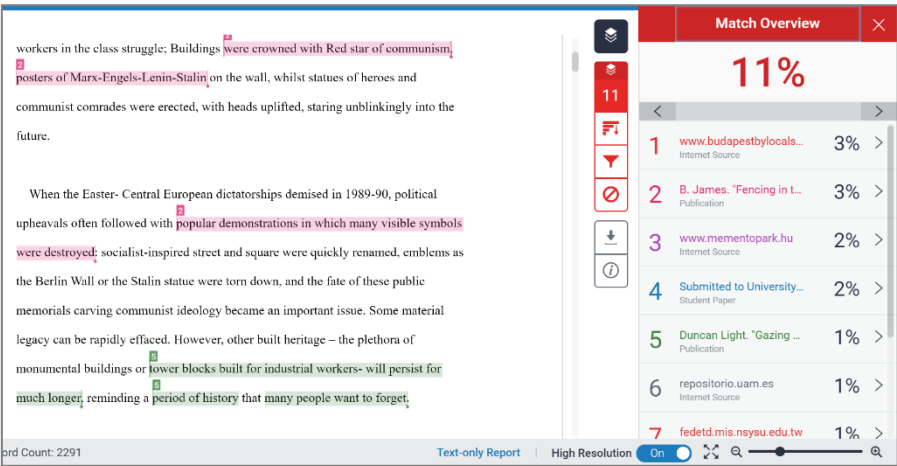
1. To view the Match Overview, click on the red numerical similarity score from the product toolbar.



2. The Match Overview will be displayed within the Match Overview side panel.

Match Overview			
11%			
<		>	
1	www.budapestbylocals...	3%	>
	Internet Source		
2	B. James. "Fencing in t...	3%	>
	Publication		
3	www.mementopark.hu	2%	>
	Internet Source		
4	Submitted to University...	2%	>
	Student Paper		
5	Duncan Light. "Gazing ...	1%	>
	Publication		

3. Having clicked the Match Overview icon, this will also highlight any matches within the paper itself. Each match can be color-coded to help you identify them easily.



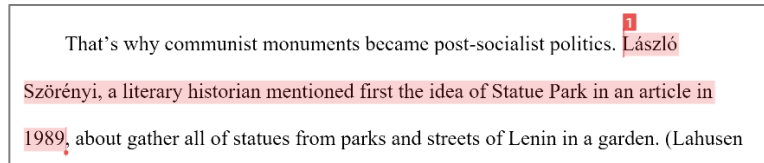
4. By clicking on one of the sources from the Match Overview side panel, you can discover how many matches have been found for each source. Click the navigation arrows to jump from one match to the next; this will move you through the paper itself.

5. You can now see a large list of all the matches concerning this particular source. Click any of these matches to be directed to it on your paper.

<	Match Breakdown	×
1	www.budapestbylocals... Internet Source	3%
<	Match 1 of 3	>
•	www.budapestbylocals... Internet Source - 3 urls	3%
•	budapest-statue-park.html/	3%
•	budapest-statue-park.html	3%
•	budapest-statue-park.html	3%
•	www.budapest-tourist-... Internet Source	3%

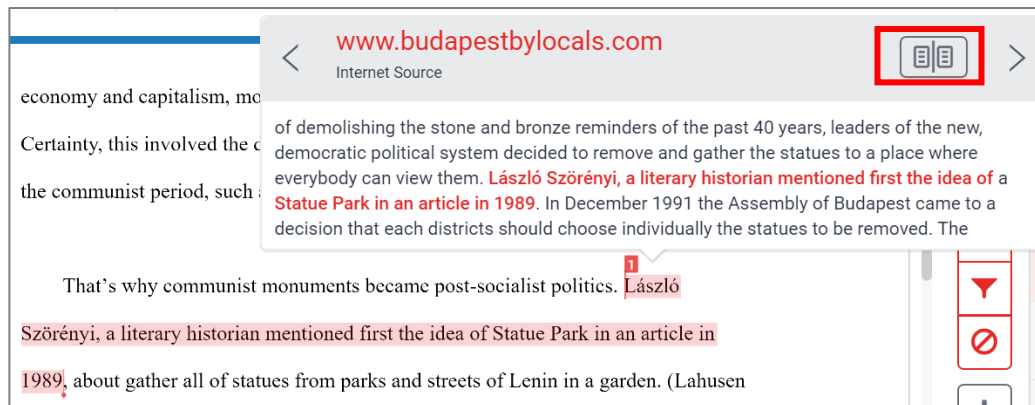
Viewing Source Details

1. If you would like to see more information regarding the text that has matched to a source, click on the **source number** from within the paper.

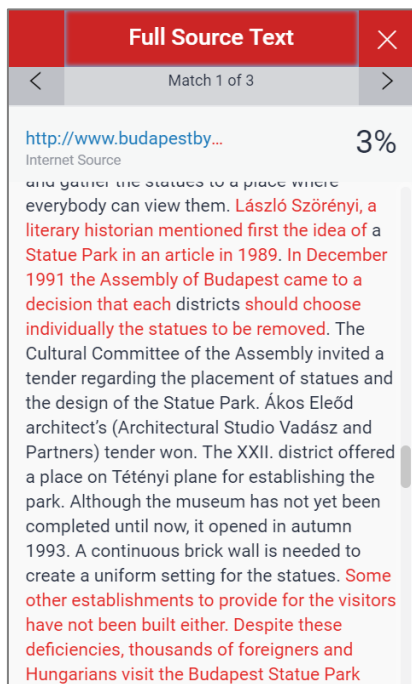


2. A pop-up box will appear. This will show you further details relating to the source that your writing has been matched with.

3. Should you wish to view the source in more depth, click on the **Full Source View icon** in the top right-hand corner of the pop-up.



4. The right-hand side panel will change to Full Source Text, which you can scroll through to read in detail.



*If the match is found to be from another student's paper, rather than an external source, this will be unavailable for viewing.

5. Click the 'X' icon in the top right-hand corner of the side panel to return to the Match Overview.

All Sources



In the All Sources side panel, all of the sources that have been found are displayed and sorted by highest percentage to lowest percentage match. Clicking on any source will change the navigation bar at the top of the page, displaying how many times that this source has matched in the paper. Clicking the arrows will allow you to see where these have matched on the page. You can further refine this navigation by clicking on an individual page within a source; this will simply show you matches from that specific sub-source.

1. To view All Sources, click on the red graph icon from the similarity toolbar.



2. You can now see a large list of all the sources for this paper. Click any of these matches to be directed to it on your paper.

All Sources		X
<	Match 1 of 2	>
•	Submitted to University... Student Papers - 3 papers	3%
•	www.budapestbylocals... Internet Source - 3 urls	3%
•	www.budapest-tourist... Internet Source	3%
•	B. James. "Fencing in t... Publication	3%
•	Submitted to Kozep-eur... Student Papers - 2 papers	2%

3. Click the X icon in the top right-hand corner of the side panel to close the full panel.

Changing Filters and Settings



You may apply several different filters to your report, should you wish to make any exclusions.

Exclusion by Text Type

1. Click the red Filter icon from the similarity toolbar.



2. From the Filters and Settings side panel, use the check boxes to make quotes and bibliography exclusions from the similarity report.

Filters and Settings

Filters

Exclude Quotes

Exclude Bibliography

Exclude sources that are less than:

words

 %

Don't exclude by size

Optional Settings

Multi-Color Highlighting

Apply Changes

New Report

2a. **Exclude Quotes:** Turnitin will disregard any matches that use the following quotation marks:

"..." «...» »...« „...“ 《...》 〈...〉 『...』

Unsupported marks

Turnitin will not disregard matches using single quotation marks '...'

Note: Turnitin does not exclude 'quotes' between "quotes". For example: **"This text would be excluded 'but this text would not be excluded' then this text would also be excluded."**

Block quotations

Turnitin will exclude block quotation (an indented block of text) when the original file is a .doc or .docx file.

2b. **Exclude Bibliography:** Turnitin will detect the following keywords and disregard any matches after the keyword:

Beginning phrases

- | | |
|---|--|
| <ul style="list-style-type: none">• reference• references• reference list• reference cited• references cited• reference and note• reference and notes• references and note• references and notes• reference & note• references & note• reference & notes | <ul style="list-style-type: none">• references & notes• references and further reading• resource• resources• resources directory• bibliography• bibliographic Information• works cited• work cited• citations• literature• literature cited |
|---|--|

Terminating phrases

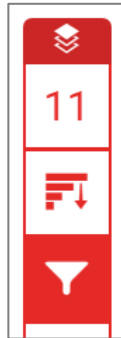
However, when the document reaches any of the following words in the paper, it will resume the similarity check:

- | | |
|---|---|
| <ul style="list-style-type: none">• appendix• appendices• glossary• table• tables• acknowledgement | <ul style="list-style-type: none">• acknowledgements• exhibits• figure• figures• chart• charts |
|---|---|

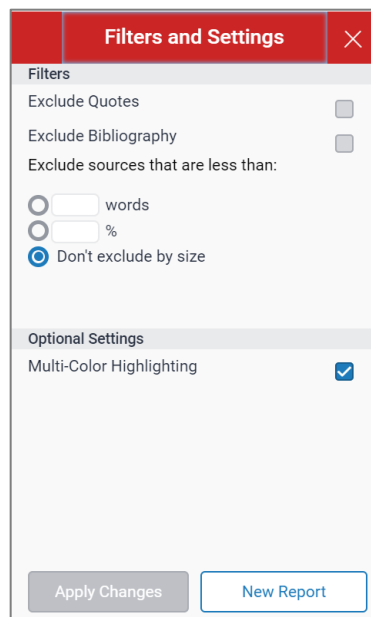
3. Click **Apply Changes** to confirm this change. This will regenerate the similarity report to include your exclusions.

Exclusion by Number

1. Click the red Filter icon from the similarity toolbar.



2. From the **Filters and Settings side panel**, use the radio and text boxes to make report exclusions. You may exclude sources that are less than a certain number of words or a certain percentage of words.

A screenshot of the 'Filters and Settings' side panel. The panel has a red header with the title 'Filters and Settings' and a close button (X). Below the header, there is a 'Filters' section with three options: 'Exclude Quotes' (checkbox), 'Exclude Bibliography' (checkbox), and 'Exclude sources that are less than:' (radio button). Under the last option, there are two radio buttons: 'words' (with a text box) and '%' (with a text box). The 'Don't exclude by size' option is selected. Below the 'Filters' section is an 'Optional Settings' section with one option: 'Multi-Color Highlighting' (checkbox). At the bottom of the panel are two buttons: 'Apply Changes' and 'New Report'.

For example, filtering by 10 words will exclude all sources with a cumulative match word count that is less than 10 words.

3. Click **Apply Changes** to confirm this change. This will regenerate the similarity report to include your exclusions.

Viewing Submission Information

The submission tools are located at the bottom of the product toolbar.



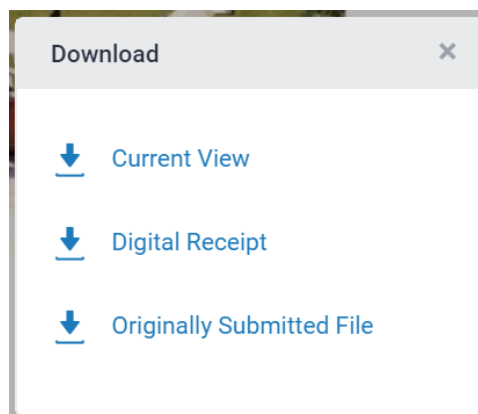
From here, you can find the options to download your paper and a digital receipt, and also view further information about the submission.

Downloading Your Similarity Report

1. Click on the download icon in the Submission Tools section of the product toolbar.



2. A pop-up box will appear, asking you what you would like to download. From here, click to download the current view of the paper (with similarity included), the file as you originally submitted to Turnitin, or the digital receipt for the submission.



3. Choose to download “Current View” of the paper. A PDF file of your similarity report will be generated.

Assignment1

by DalVeronique

Submission data: 25-Jul-2018 10:06AM (UTC+0800)
 Submission ID: 985026543
 File name: 130701_Final_Report_Veronique.docx (113.16K)
 Word count: 2291
 Character count: 13271

Final Report of Studies of Eastern Europe
Vernique

Soviet Union in the late 1940s adopted an aggressive ideological campaign to consolidate the regime through East-Central Europe. The most visible aspect was the massive public display of revolutionary symbols in cities under iron curtain. Flags feature the hammer and sickle, emblems of unity between industrial and agricultural workers in the class struggle. Buildings were crowned with Red star of communism. posters of Marx-Engels-Lenin-Stalin on the wall, whilst statues of heroes and communist comrades were erected, with heads uplifted, staring unblinkingly into the future.

When the Eastern-Central European dictatorships demised in 1989-90, political upheavals often followed with popular demonstrations in which many visible symbols were destroyed: socialist-inspired street and square were quickly renamed, emblems as the Berlin Wall or the Stalin statue were torn down, and the fate of these public memorials carving communist ideology became an important issue. Some material legacy can be rapidly effaced. However, other built heritage – the plethora of monumental buildings or tower blocks built for industrial workers: will persist for much longer, reminding a period of history that many people want to forget.

Despite most people in this region has confusing attitude towards and this recent past, they can't stop a tide-like growing interest among Western tourist of material legacy of communism. In consequence, many former-associated communist sights were constructed as "attractions" for the gaze of Western tourist. The promotions of these

Assignment1

ORIGINALITY REPORT

11%	7%	7%	3%
<small>SIMILARITY INDEX</small>	<small>INTERNET SOURCES</small>	<small>PUBLICATIONS</small>	<small>STUDENT PAPERS</small>

PRIMARY SOURCES

1	www.budapestbylocals.com	3%
2	B. James. "Fencing in the past: Budapest's Statue Park Museum", Media Culture & Society, 05/01/1999	3%
3	www.mementopark.hu	2%
4	Submitted to University of Durham	2%
5	Duncan Light. "Gazing on communism: heritage tourism and post-communist identities in Germany, Hungary and Romania", Tourism Geographies, 5/1/2000	1%
6	repositorio.uam.es	1%
7	fedetd.mis.nsysu.edu.tw	

Viewing Information About a Submission

1. Click on the information icon in the Submission Tools section of the product toolbar.



2. A pop-up box will appear on the screen. This will show all information we hold about the paper, such as when it was submitted, when it was last graded, and its word count.

Info ✕

Submission Details

Submission ID	985026543
Submission Date	25-Jul-2018 10:06AM (UTC+0800)
Submission Count	1
File Name	130701_Final_Report_Veronique....
File Extension	docx
File Size	113.16K
Character Count	13271
Word Count	2291
Page Count	10

Downloading Your Submission


My Submissions

Submission1

Title	Start Date	Due Date	Post Date	Marks Available
Assignment 1 - Submission1	29 Aug 2018 - 14:23	10 Sep 2018 - 14:23	10 Sep 2018 - 14:23	100

Refresh Submissions

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	Overall Grade
<div><div><div>View Digital Receipt</div><div>Assignment</div></div></div>	996537223	4/09/18, 11:05	7% <div></div>	--	--
		Submit Paper	<div></div>		

Select the **download icon**  alongside your submitted file in the submission inbox. This will download the original file, as you submitted it to Turnitin.

If you need more details about Turnitin, please email turnitin@lib.nctu.edu.tw